I. Welcome/Introductions

II. ITB Overview and Highlights

III. Important Dates

IV. Submission Requirements

V. Q & A Session
INTRODUCTIONS

Elisa Putman
Senior Vice President/Chief Operating Officer

Jasmine Quattlebaum
Director of Purchasing/DBE

Melaneice Gibbs
Purchasing/DBE Coordinator
BEFORE WE BEGIN...

- Please Sign – In
- Questions – WRITTEN RESPONSES PREVAIL
ITB OVERVIEW AND HIGHLIGHTS
COMMITMENT TO DIVERSITY

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.

- Encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.
COMMITMENT TO DIVERSITY

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.

- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned businesses suppliers.
  - For example:
    - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
    - Utilized DBE businesses to provide supplies and materials needed to perform contract
SUBMISSION REQUIREMENTS

• Read IV F. Response Format, Requirements and Evaluation Criteria thoroughly
  • Submit one (1) original copy and four (4) copies of the Technical Qualification Form in seal envelope clearly marked “Technical Qualification Form”.
  • In a separate sealed envelope submit one (1) original copy and four (4) copies of Official Bid Price Sheet clearly marked “Official Bid Price Sheet”

• Email submissions will not be accepted

• Include an electronic copy (i.e. USB drive)

• Ensure to include all required Exhibits
SUBMISSION REQUIREMENTS

All submittals must be received by deadline - NO EXCEPTIONS.

• **Hand Delivery Option:** Administrative Offices
  600 Koreans Veterans Blvd

• **UPS or FedEx Option:** Music City Center House Docks
  700 Koreans Veterans Blvd
EVALUATION CRITERIA

- Multi Step ITB
  - Step 1: Technical Qualification
  - Step 2: Lowest Bid

- Read through Exhibit A in its entirety. Be sure to fill in all the blank spaces, as well as notarized the Affidavit before returning with bid.
  - Use additional sheets in necessary

- Technical Qualification Evaluation Criteria is pass/fail.
  - Bids that pass all technical qualification criteria (see V. F.1) will be considered responsive to compete in step 2.
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REMINDER: Questions must be submitted in writing in order to receive an official response.
mccpurchasing@nashvillemcc.com

Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

http://www.nashvillemusiccitycenter.com/business-opportunities